



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

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TO: Superintendents, Local Education Agencies
Directors, Exceptional Children Programs
Lead Administrators, Charter Schools

FROM: Stacey Wilson-Norman, Ed. D. *SN*
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Exceptional Children Division

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DEVELOPMENTAL DAY CENTER APPLICATION FOR FUNDS: FY 2018-2019 STATE PROGRAM REPORT CODE (PRC) 063 FUNDS, AGES 3 THROUGH 21

Developmental Day Center (DDC) funds are made available **to assist** in providing special education and related services to **eligible children with disabilities who are placed by local education agencies (LEAs) in licensed DDCs**. The allotment of DDC grant funds is **contingent upon the availability of state funds** for this program. When grant funds do not cover all expenses and when funds are not available, LEAs are to use other state and federal funds for providing a free appropriate public education to children placed in a developmental day center setting.

Application forms and reference materials are located at the Exceptional Children Division's website under the Finance and Grants tab:

<http://ec.ncpublicschools.gov/finance-grants/applications/developmental-day-center-program>

A separate End-of-Year Report, DDCF-5, has been created for LEAs to complete at the end of the school year. The goal with the new form is clarify and reduce confusion. Previously, the application form, DDCF-1, was resubmitted at the end of the year. The new form provides a table for the LEA to record the date the annual Educational Compliance Review of a contracted DDC took place. Such a review has been an expectation, but a provision for recording when the visit was conducted had not been offered. The table also allows the LEA to note other reviews or visits to provide support were conducted.

LEA-based centers that have closed for the 2018-2019 school year are to submit a DDCF-4.

The *Developmental Day Center Procedures and Instructions Manual* and various forms, provided in a fillable Microsoft Word document, are listed individually to expedite the completion process. The *Procedures and Instructions Manual* has been updated to clarify grant funds eligibility criteria for children served in a DDC placement. The manual also includes details for guidance on completing a Developmental Day Center Funds (DDCF) application and when submitting updates throughout the year. The Table of Contents with page numbers allows for quick access to pertinent information. An *Important Dates at a Glance* is included to assist with noting specific due dates. Do **not** use example forms or past school year application forms when applying for funds or submitting changes. **Applications must be postmarked on or before September 15, 2018.**

EXCEPTIONAL CHILDREN DIVISION

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

All services should be negotiated locally and included in the contract between the LEA and contracting DDC. A Sample Contract is provided with the DDC forms as a Microsoft Word document to serve as a reference or as an editable document to fit the needs of the LEA and contracting DDC. **NOTE:** LEAs that have classrooms or centers that are licensed as DDCs do not need to create a contract, but will still need to complete the DDCF-1, *Application for DDC Funds* and the DDCF-2, *Developmental Day Center Roster/Withdrawal Form*.

The Exceptional Children's Division is considering the option of providing a sample monitoring tool for LEAs to use during the annual visit to community-based DDCs and to maintain more formal records of visits to monitor children's progress or provide other types of support to the community-based DDC. If an LEA would like to share any tools they have developed for this purpose, or if an LEA stakeholder would like to participate in the development of a sample monitoring tool, please contact Lori Peterson.

For additional information regarding Developmental Day Center Funds, contact Lori Peterson at (919) 807-3932 or lori.peterson@dpi.nc.gov.

MPM/SWN/WJH/SHT/ljp

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